GUIDELINES FOR PREPARING RESEARCH NEEDS STATEMENTS

(http://www.dot.ga.gov/doingbusiness/research/Documents/needsguidelines.pdf)

A research needs statement provides a brief summary of the proposed research. The preferred length of a research needs statement is up to two pages; however, a length of up to three pages is permissible as needed.

A research needs statement covers the following:

Title   Provide a short, descriptive title.

Problem Statement   Provide a concise description of the proposed research project including a statement of the problem to be solved or the research need.

Literature Search   Submitters are required to do a literature search before submittal to avoid duplication with current or past research. Searches should include review of the Transportation Research International Documentation (TRID; http://trid.trb.org/) and Research in Progress (RiP; http://rip.trb.org/search) databases.

Research Objective   A statement of the specific research objective, defined in terms of the expected final product, which relates to the general problem statement above. Define the (1) specific tasks, as necessary, to achieve the objective; and (2) methods of investigation.

Research Significance Provide an explicit statement of the final product of the research and how it is to be used by GDOT at the close of the project. Discuss the direct benefit to GDOT from the proposed project and its implementation. Discussion may be expanded for multiple objectives and deliverables. Include a benefit/cost ratio of implementing the project findings and/or deliverables. The benefit should be quantified in dollars, and include a general explanation of how it was derived. The cost would be the total project cost not including implementation costs outside of the project.

Project Duration   Indicate the proposed duration of the project.

Cost Estimate   Provide an estimate of the total cost of the project.

Statement Developer(s)   Provide the name(s), phone number, e-mail address, and contact information for the person(s) developing the statement.

Investigator(s)   Provide the name(s) and contact information of the proposed Principal Investigator(s).

Agency   Provide the name of the agency/institution proposing the research (e.g. "Georgia Southern University" or, for a statement developed within GDOT, "Georgia DOT").

Date of Submittal   Provide date that the needs statement is submitted to GDOT.

GDOT Office(s) Supporting   Provide, as possible at time of submittal, name(s) of the GDOT office(s) supporting the proposed research. This contact office, if not known at the time of submittal, should be noted as "TBA."

Technical/Implementation Manager   Provide, as possible at time of submittal, name of GDOT staff member responsible for technical/implementation management of the proposed research. This contact, if not known at time of submittal, should be noted as "TBA."

References   References should be included at the end of the document.